

Erie County Land Bank

July 25, 2018 – 9:00 to 11:00 am
Harborcreek Township Municipal Building
5601 Buffalo Road, Harborcreek, PA 16421

Meeting Minutes

I. Attendees

Board Members

James Cardman
James Domino
Jennifer Hirneisen
Jack Lee
David Mitchell
Christine Rush
Bernard Slomski

Others in Attendance

Shelby Clark, Erie County Department of Planning
Scott Henry, Erie Redevelopment Authority
John McGranor, Erie County Department of Planning

II. Review and Approval of Minutes

<u>Bernard Slomski</u>	Motioned	<u>Jack Lee</u>	Seconded	<u>X</u>	Approved
<u>X</u>	James Cardman	<u>N/A</u>	James Domino	<u>X</u>	Jennifer Hirneisen
<u>X</u>	Jack Lee	<u>N/A</u>	Brian McGrath	<u>X</u>	Dave Mitchell
<u>X</u>	Christine Rush	<u>N/A</u>	Dotty Schloss	<u>X</u>	Bernard Slomski

III. Review and Recommendation to Appoint Solicitor

Recommended Firm: MacDonald, Illig Attorneys, 100 State St #700, Erie, PA 16507

There was some discussion regarding the qualifications of the three firms that submitted proposals. After being re-assured that City Land Bank Board member Jay Alberstadt would resign from the City’s land bank board, the County’s Land Bank board approved the Governance Committee’s recommendation to award the contract to MacDonald-Illig.

Votes were as follows:

<u>Dave Mitchell</u>	Motioned	<u>Jack Lee</u>	Seconded	<u>X</u>	Approved
<u>X</u>	James Cardman	<u>N/A</u>	James Domino	<u>Recused</u>	Jennifer Hirneisen
<u>X</u>	Jack Lee	<u>N/A</u>	Brian McGrath	<u>X</u>	Dave Mitchell
<u>X</u>	Christine Rush	<u>N/A</u>	Dotty Schloss	<u>X</u>	Bernard Slomski

IV. Hearing of the Public—None

V. Erie County Department of Planning Report

Draft Management Agreement—Shelby Clark presented the draft management agreement between county planning and the land bank. Ms. Clark informed the Board that the agreement would be reviewed and finalized by the selected solicitor.

RFP for Housing Assessment—Ms. Clark explained that the County will solicit proposals for a housing assessment and real property strategy, possibly by early fall 2018. John McGranor indicated that it could take eight to 12 months to complete a full housing assessment, since it had been some time since the last assessment. John also mentioned that this assessment will be helpful for the land bank in terms of prioritizing properties and establishing a process for municipalities to participate in the land bank.

Fund Balances and Expenses

Demolition Fund Balance

Ms. Clark reported that the County's Demolition Fund balance is \$19,080.75.

Gaming Fund Balance

Ms. Clark reported that the Gaming Fund Balance for the land bank is \$835,043.36.

ECLB Related Expenses

Ms. Clark reported expenses that Erie Planning has incurred for the land Bank, as follows:

Clark Community Consulting -	\$2,038.38
Erie Times-News (advertising) -	<u>\$119.40</u>
	\$2,157.78

VI. Other Business

There was some discussion regarding how to educate communities and stakeholders about the land bank. Dave Mitchell suggested that the land bank should be a topic at either the fall or spring PSAT and PSAB meetings as well as at other association meetings over the next several months. Dave suggested that it might be helpful for someone from one of the communities that are already working on blighted properties (cities of Erie and Corry) to speak about their experience. It was decided that Jack Lee would reach out to the PSATS (ECATO) group regarding a fall meeting and that perhaps a joint meeting between the two organizations would be planned for the spring of 2019. Additional association meetings were also discussed.

It was decided that the selected solicitor should attend the Governance Committee meetings and be available for full board meetings, if needed.

Kathy Wyrosdick, Planning Director for the City of Erie, will speak on August 22 to the Governance Committee and on August 29 to the full board.

Ms. Clark distributed a list of board and governance committee meetings for the remainder of 2018.

VII. Adjournment

- Jack Lee made a motion to adjourn, seconded by Jennifer Hirneisen. Meeting adjourned at 9:40.